

# ACHIEVEMENT SHEET

(See Instructions on Page 2)

## 1. RATE RECORD

DATE	RATE	DESIG- NATOR	QUALIFICATION CODE	AUTHORITY	SIGNATURE (Grade and Title)	UNIT

2. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS, AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (Use "Remarks" block on back if necessary)

## 4. EDUCATION AND TEST RECORD

TEST	GCT	ARI	MECH	CLER	ETST	RCT	SPMT
DATE							
FORM NO.							
SCORE							

## 3. RECORD OF SERVICE SCHOOLS ATTENDED

NAME AND LOCATION

DATE ENROLLED	CLASS NO.	COURSE LENGTH	RATE ON GRADUATION
DATE COMPLETED	CLASS STANDING	FINAL MARK (Std Score)	
	NUMBER IN CLASS		

GRADUATED (If no, give reason)  
☐ YES ☐ NO

SIGNATURE

SIGNATURE

DATE OF RETEST							
FORM NO.							
SCORE							

SIGNATURE

HIGHEST SCHOOL LEVEL ATTAINED

LANGUAGE QUALIFICATIONS

NAME AND LOCATION

DATE ENROLLED	CLASS NO.	COURSE LENGTH	RATE ON GRADUATION
DATE COMPLETED	CLASS STANDING	FINAL MARK (Std Score)	
	NUMBER IN CLASS		

GRADUATED (If no, give reason)  
☐ YES ☐ NO

SIGNATURE

## 5. RECORD OF COAST GUARD INSTITUTE COURSES COMPLETED

DATE COMPLETED	NAME OF COURSE	MARK	SIGNATURE

NAME AND LOCATION

DATE ENROLLED	CLASS NO.	COURSE LENGTH	RATE ON GRADUATION
DATE COMPLETED	CLASS STANDING	FINAL MARK (Std Score)	
	NUMBER IN CLASS		

GRADUATED (If no, give reason)  
☐ YES ☐ NO

SIGNATURE

## 6. RECORD OF OTHER OFF-DUTY STUDY (USAFI, College Courses, etc.)

DATE COMPLETED	NAME OF COURSE	MARK	SIGNATURE

NAME (Last)	(First)	(Middle)	SERVICE NUMBER/SOCIAL SECURITY NUMBER	RATE
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## INSTRUCTIONS

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| <p>1. Prepare in duplicate. Retain original and duplicate in service record until separated from the Coast Guard. In case of immediate reenlistment, transfer original to new service record and forward duplicate with closed out service record to Commandant (G-PIM). If individual does not immediately reenlist, the original copy shall be securely stapled to the individual's copy of Report of Separation from the Armed Forces of the United States (DD 214) and the individual notified that he should retain this page and present it with his discharge certificate should he desire to reenlist at any time either in the Regular Coast Guard or in the Coast Guard Reserve.</p> <p>2. <b>ITEM 1.</b> Enter, as occurring, any changes in rate and acquirement of a designator and/or mechanical skill, such as completion of propeller (aviation), carburetor (aviation), refrigeration training.</p> | <p>3. <b>ITEM 2.</b> Enter date of receipt of all medals and awards received during current and/or prior period of service.</p> <p>4. <b>ITEM 3.</b> School commands will complete upon graduation or disenrollment from a service school.</p> <p>5. <b>ITEM 4.</b> Complete all entries as soon as practicable after enlistment. A man who has reached E-4 and has no test scores in his records, and no apparent future need for them exists, need not be examined solely for the purpose of recording such scores.</p> <p>6. <b>ITEM 5.</b> To be completed when an individual completes Coast Guard Institute Courses.</p> <p>7. <b>ITEM 6.</b> To be completed when an individual completes an USAFI, Navy, or Civilian Institution correspondence course, or an off-duty residence course.</p> |
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REMARKS